

**MEDINA COUNTY DISTRICT LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING**

**October 1, 2018**

The Medina County District Library Board of Trustees met in regular session on Monday, October 1, 2018 at Medina Library. The meeting was scheduled to conduct the business originally intended for the September 17, 2018 meeting which had been cancelled. With a quorum present, President Kate Dunlap called the meeting to order at 6:00 p.m.

**Roll Call** was taken with the following members noted as present: Kate Dunlap, Ryan Carlson, Mary Ogden, Brad Rice, Mary Schultz and Kyle White.

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Sue Schuld, Technology Manager; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Keith Maynard, Facilities and Operations Manager; Aleen Olee, SEIU President and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

**Approval of the Agenda** – A motion to approve the agenda was made by Mr. Carlson. The motion was seconded by Ms. White and the agenda was approved unanimously.

**Recognition of Guests and Comments from the Public** –Ms. Dunlap welcomed all in attendance. Guests were Lisa Buzalka, Ralph Kroll, Ralph Moore and Tarik Kershah. Ms. Buzalka spoke to the trustees of her great disappointment at not being allowed a conversation with any of the trustees regarding her concerns. She cited the board's original response to have a neutral third party hear all sides, which she said had not taken place. Mr. Carlson told her that, upon the advice of legal counsel, there would be no such conversation and suggested that she submit her list of concerns to their attorney.

**Disposition of Minutes** –A motion to approve the July 16 regular meeting minutes with corrections was made by Mr. Carlson and seconded by Ms. White. The motion was approved unanimously.

**Financial Report**–Fiscal Officer Kelly Kroll noted that she would focus on the August report and added that she would be happy to answer any questions concerning the July financials. She reported that August receipts totaled about \$875,739 and expenses were about \$902,199. The unexpended balance of \$14,466,998 minus outstanding encumbrances of \$2,187,685 left an ending balance of \$12,279,313 in all funds. The 2018 budget was right on target. Mr. Carlson asked if all of the revenue of the Virginia Wheeler Martin Trust had been released to the library. Ms. Kroll confirmed that all of the money had been released.

August investments earned about \$17,637 with a principal of about \$14,655,574 in bank accounts and investments at an average interest rate of 1.847%. Ms. Kroll stated that interest rates continue to creep upward.

In the PLF, September showed an increase of 5.07% Year to date the PLF revenue is up 2.85%.

A motion was made by Mr. Carlson and seconded by Ms. Schultz to approve the July Financial Reports. The motion carried unanimously.

A motion was made by Mr. Carlson and seconded by Ms. White to approve the August Financial Reports. The motion carried unanimously.

**Director's Report:** Director Carole Kowell introduced Senator Larry Obhof's administrative assistant, Adam Pohlbel, who had just arrived. Mr. Pohlbel presented MCDL with an Ohio Senate Proclamation honoring the library for its Remarkable Attainment and receiving the 2018 Ohio Library Council's Library Innovation Award for its successful efforts and opening the only GED testing site in Medina County.

Ms. Kowell gave a summary of highlights occurring in the month of August and reported that she had completed her summer visits to the branches. She was very pleased with the outcome of the visits and said that feedback from the staff was very positive. She passed around an example of the busy books that had been anticipated for a while and had been made possible through a grant. Ms. Kowell also reported that administration and the Finance Dept. staff had completed the one-day team building training provided by The HR Group.

**Communications:**

- Anita Post thanked "The Lovely Ladies of the Library" for finding her music, magazines, movies, and books. "Your work was certainly worth my enjoyment."
- Dr. Joanne Berisivall from Mississippi State University thanked the Buckeye staff for allowing her to use the conference room and wifi to teach her class via zoom webconferencing.
- United Way thanked the library for participating in Stuff the Bus. The Society for Handicapped Citizens of Medina County thanked the library for its donation of a book basket for their Basket Auction.
- The Medina County Juvenile Detention Center's Superintendent wrote to say that Program Coordinator Aimee Adams has "been a godsend" helping to locate and utilize for their kids some of the resources the library uses. And, "she is super nice!!"
- Barbara Staire expressed her gratitude for the library and all the good, thoughtful work done for the community.
- A letter from Steve Daughetry ranting about the parking issue at the Medina Library and Dominic's sign was passed, rather than read, to Board members due to its inappropriate language.

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**Personnel Report:** The July and August reports on Human Resources activity were provided to the trustees by Human Resources Manager Julie Carragher. Ms. Ogden asked if the page positions were year-round or seasonal. Ms. Carragher replied that pages are employed all year.

A motion was made by Mr. Ogden and seconded by Mr. Carlson to approve the July report. The motion passed unanimously.

A motion was made by Ms. White and seconded by Mr. Carlson to approve the August report. The motion passed unanimously.

**Bricker and Eckler Update:** Tarik Kershah of the law firm of Bricker and Eckler was present to provide an update to the litigation filed regarding the improper installment of the Medina building tilework.

Mr. Carlson made a motion to enter executive session for the purpose of the discussion of pending or imminent court action. Ms. White seconded the motion and a roll call vote was taken with the following results: Mr. Carlson-aye, Ms. Ogden-aye, Mr. Rice-aye, Ms. Schultz-aye, Ms. White-aye and Ms. Dunlap-aye. Executive session began at 6:25 p.m. with all trustees, Facilities and operations Manager Keith Maynard, Ms. Kowell and Ms. Kroll attending.

Regular session resumed at 6:44 p.m.

**Board Committee Reports:**

**Finance Committee:** No meeting

**Personnel Committee:** No meeting

**Policy and By-Laws Committee:** Committee Chair Linda Meyer was absent so Brad Rice reported that the committee met on September 11 with much business addressed.

**Whistleblower Policy:** Mr. Rice presented to the board a whistleblower policy that Ms. Meyer had presented at the committee meeting which she felt best fit the library's needs. The policy was reviewed by the committee and with a small language addition and minor edits and it was agreed to be presented to the full board for approval.

**Resolution 18-48:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves the addition of BRD-15 Whistleblower Policy to the MCDL Policy Manual. Approval was unanimous.

**Policy Manual Overhaul:** Mr. Rice reported that several sections of the MCDL Policy Manual were reviewed with either the section owner or a representative of the section owner present to answer questions. Each policy was addressed individually and there were a few minor additions or edits made.

**Resolution 18-49:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves revisions reviewed by the committee to the following sections of the MCDL Policy Manual: Human Resources-Benefits, Collection Resources, Community Engagement, Technology, Safety and Security, Finance, and Finance-Payroll. Approval was unanimous.

**Buildings Committee:** No meeting

**Unfinished Business:**

**A. Medina Building Issues:** Facilities and Operations Manager Keith Maynard updated the trustees on the progress of the Medina Exterior Wall Tile Project. The end date was again revised with a new target being some time in December. Mr. Maynard reminded the trustees that the tile adhesive only works within a set temperature range and that colder temperatures may cause further delays. It was confirmed that Mays' services are necessary to keep abreast of all of the complications.\*

**Resolution 18-50:** Upon a motion made by Mr. Rice and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves the following increase in the contract amount with Mays Consulting & Evaluation Services, Inc. for \$61,000.00 and an increase in appropriations in the 401 Building & Repair Fund:

401-5-3700 Professional Services	\$ 61,000.00
<b>Total</b>	<b>\$ 61,000.00</b>

Approval was unanimous.

**B. EnviroCom Change Order:** Unforeseen complications, such as the need for a sidewalk construction canopy, had necessitated an additional change order for payment to EnviroCom. Ms. Kroll asked the trustees to approve Change Order #4.\*

**Resolution 18-51:** Upon a motion made by Ms. Ogden and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby approves Change Order #4 in the amount of \$12,061.18 to EnviroCom Construction, Inc. for additional wall preparation, insulation installation, and rental of a sidewalk canopy as required by the City for the Medina Library per the attached quote. Approval was unanimous.

**New Business:**

**A. Closing for Staff Training November 16.** Ms. Kowell reported that she would like to provide staff training focused on team building on Friday, November 16. The staff would be divided in half to attend either a morning or afternoon 4 hour session. Ms. Kowell asked that the libraries be closed on that date in order to accommodate this staff development training.

**Resolution 18-52:** Upon a motion made by Mr. Carlson and seconded by Ms. Schultz, the Medina County District Library Board of Trustees hereby approves the closing of the library to the public on Friday, November 16, 2018 for the purpose of professional growth and development. The motion was approved unanimously.

**B. Security Officer Position:** Ms. Kowell requested approval to create the new position of Security Officer to address some of the recent issues with inappropriate behavior in Medina Library during after school hours. Mr. Carlson asked if there had been confrontations. Ms. Kowell described some recent incidents and added that circumstances have been such to cause adult members of the public to attempt to intervene. Mary Ogden asked if the libraries were keeping good communication standards with the schools. Ms. Kowell replied that they were. The new job description was provided to the trustees.\*

**Resolution 18-53:** Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Medina County District Library Board of Trustees approves the Security Officer Job Description, effective immediately. The motion was approved unanimously.

**C. Brunswick Wine and Canvas:** Ms. Kowell requested approval to allow alcohol in the Brunswick Library for a Wine and Canvas Event in January, 2019.

**Resolution 18-54:** Upon a motion made by Mr. Carlson and seconded by Ms. White, the Medina County District Library Board of Trustees approves a Bring Your Own Wine event, Wine and Canvas Night, at the Brunswick Library on January 18, 2019. Approval was unanimous.

**D. Snowplowing Services Contract:** Ms. Kroll described some of the details regarding the two companies that had submitted quotes for snow plowing services. While C&M Lawn Service was slightly higher, they did not require the up-front payments that the other company proposed and prior experience with the company had been very positive. She explained that the submissions were quotes, not bids, and that the trustees were not required by law to hire by lowest cost. Ms. Kroll and Mr. Maynard both recommended C&M.

**Resolution 18-55:** Upon a motion made by Mr. Carlson and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby awards the snowplowing services contract for all branch locations to C & M Lawn Service for the period November 1, 2018 through April 15, 2020. The motion carried unanimously.

**E. Surplus Inventory:** Ms. Kroll supplied the trustees with a list of items that had been found to be obsolete or surplus. There was a small conversation regarding a train table listed that Mr. Maynard thought may be eligible for repair. Ms. Kroll said she would remove it from the list. Items of any value will be offered through an auction for sale to the public and the rest will be disposed. \*

**Resolution 18-56:** Upon a motion made by Ms. White and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves the attached list of equipment to be declared surplus, and authorizes the Fiscal Officer to conduct a sale of items to the public, and the Director to donate or dispose of any items not sold. The motion was approved unanimously.

**F. Increase in Appropriations for 201 Medina County ROCKS Fund:** Ms. Kroll explained that the Medina County ROCKS program had reached a conclusion and the 201 Fund would become obsolete. In order to balance the account to 0 dollars, she requested that \$15.04 be appropriated.

**Resolution 18-57:** Upon a motion made by Mr. Rice and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves the following increase in appropriations in the 201 Medina County ROCKS Fund:

201-5-2100 Supplies	\$ 15.04
<b>Total</b>	<b>\$ 15.04</b>

The motion was approved unanimously.

**G. Increase in Appropriations for 701 Endowment Fund Donations:** Ms. Kroll asked for an appropriation of \$500 be made to the 701 Fund. A gift of \$500 had been made to buy interactive toys for Medina's Children's Department and she wished to make the money available for that purpose.

**Resolution 18-58:** Upon a motion made by Ms. Ogden and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby approves the following increase in 2018 appropriations in the 701 Endowment Fund:

701-5-2160 Program Supplies – Medina	\$ 500.00
<b>Total</b>	<b>\$ 500.00</b>

The motion was approved unanimously.

**H. Donations:** Upon a motion made by Mr. Carlson and seconded by Ms. White, the following donations were accepted with gratitude:

July:

1. Kiwanis of Medina: \$156 for Children's Books
2. Mom's Club of Medina West: \$500
3. Kathryn Keller, Mr. and Mrs. Richard Keller, Mr. and Mrs. James Davis, Mr. and Mrs. Dennie Wellman: \$100 in Memory of Bessie Keller

August:

1. Mom's Club of Medina West: \$500
2. David and Judy Scaife: \$25 in Memory of Bessie Keller
3. Wayne and Karen Smith: \$100 in Memory of Bessie Keller

The motion was approved unanimously.

### **Trustee's Comments**

Mary Ogden congratulated MCDL on receiving the OLC award and for the recognition it received by Senator Obhof's office.

Kyle White recognized the Community Engagement Department for their outstanding work on Library Live and other marketing materials.

Kate Dunlap said the OLC Innovation Award just solidifies that the libraries mean so much to so many. She congratulated Ann Plazek for being named a Woman of the Community in *Women's Journal*. She commended the work of Linda Meyer and the Policy and By-Laws committee for all of the work they did on the Policy Manual Overhaul. She thanked Tammy Nandrasz for arranging the meeting after the September 17 meeting had to be cancelled.

**Adjournment:** Upon a motion made by Ms. Ogden and seconded by Mr. Rice, the meeting was adjourned at 7:28 p.m. The motion was carried unanimously.

\*Supporting documents are kept on file and are viewable at the Medina County District Library administrative office.

### **NEXT BOARD MEETING**

**Monday, October 15, 2018 at 6:00 p.m. at Lodi Library**